

**REGULAR MEETING OF THE ADMINISTRATIVE BOARD
OF
NIAGARA COUNTY SEWER DISTRICT #1**

Held on the 24th day of February 2016 at the Water Pollution Control Center

PRESENT: Commissioner Robert B. Cliffe, Chairman
Commissioner Wright H. Ellis, Vice-Chairman
Commissioner Steve Broderick
Commissioner Mark C. Crocker
Commissioner Joel M. Maerten
Commissioner Lee Wallace

EXCUSED: Teresa Misiti, GHD Consulting Services

ALSO PRESENT: Thomas W. Blodgett, Administrative Director, NCSD #1
Suzanne-Marie C. Fulle, NCSD #1
Joanne M. Teixeira, NCSD #1
John T. Timkey, Chief Operator, NCSD #1
Anthony J. Nemi, Liaison, Niagara County Legislature
P. Andrew Vona, Attorney for District
Robert P. Lannon, GHD Consulting Services

Chairman Cliffe called the meeting to order at 4:00 p.m.

Roll call was taken by Suzanne-Marie C. Fulle.

Upon motion duly made by Wright H. Ellis and seconded by Mark C. Crocker, it was resolved that the minutes of the January 27, 2016 meeting be approved as presented. This motion was carried.

Upon motion duly made by Lee Wallace and seconded by Wright H. Ellis, it was resolved that the following vouchers be paid from their respective accounts:

FORWARDED

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Bytronics	Digging Notifications	7.60
Dig Safely	Digging Notifications	48.50
Frontier	Mapleton Rd PS	56.70
National Fuel	Plant	3,427.69
National Fuel	Shawnee Rd PS	107.20

National Fuel	Townline Road	258.21
National Grid	East Canal PS	1,087.94
National Grid	Mapleton Rd	199.99
National Grid	Moyer Lift	79.90
National Grid	Plant	8,086.69
National Grid	Shawnee Road PS	187.70
National Grid	Tonawanda Creek Rd PS	528.93
National Grid	Townline Road	640.02
National Grid	2044 Niagara Falls Blvd (meter)	21.59
National Grid	2059 Niagara Falls Blvd (meter)	21.02
Niagara County Public Works	Elec Supply - Ton Creek Road (November 2015)	234.27
Niagara County Public Works	Elec Supply - Mapleton PS (December 2015)	81.15
Niagara County Public Works	Elec Supply - East Canal PS (December 2015)	607.40
Niagara County Public Works	Elec Supply - Moyer Lift (December 2015)	21.17
Niagara County Public Works	Elec Supply - Shawnee Rd (December 2015)	67.53
Niagara County Public Works	Elec Supply - Townline Rd (December 2015)	263.39
Niagara County Public Works	Elec Supply - Plant (December 2015)	8,772.76
Niagara County Public Works	Elec Supply - Rapids Road (November 2015)	306.30
NYSEG	Rapids Rd PS	164.36
QLT	Townline Road	13.35
Time Warner	Internet	757.65
Town of Pendleton Water	East Canal Rd PS	54.30
Town of Pendleton Water	Tonawanda Creek Rd PS	11.00
Verizon	East Canal	25.31
Verizon	Moyer Lift PS	25.20
Verizon	Plant	133.99
Verizon	Rapids Rd PS	25.11
Verizon	Shawnee Road PS	24.85
Verizon	Tonawanda Creek Rd PS	29.68
Verizon Wireless	Cellular Phones	46.15

TOTAL

\$ 26,424.60

TO BE PAID

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Alpha Analytic, Inc.	Lab Analysis	174.20
AmeriPride	Carpet Floor Protection	89.50
Applied Sciences Group Inc.	Engineering Services at plant (Raw Sewage Pump #2)	5,455.77
Blodgett, Thomas	Travel Mileage	51.84
Bison Laboratories, Inc.	Sodium Hypochlorite	3,034.53
CDW-Government	2 Monitors for Operations	1,215.72
Drake Lawn & Garden	Maintenance Supplies	265.85

Empire Scale (Precision Scale & Balance)	Annual Inspection & calibration of lab balances mass	305.00
Evoqua	Lab Grade Water	418.76
Federal Express	Return of Supplies to Grainger	23.89
Fisher Scientific	Laboratory Supplies	1,069.10
GHD	January Monthly Retainer	750.00
GHD	2015 Roof Replacement (Project #631123)	3,569.85
GHD	NCSD 2015 District I&I Project (Project #631143)	12,340.00
GHD	Misc. Project Assistance - Scada Support (Project #630191)	3,747.65
GHD	Wet Weather Operating Plan (631132)	4,675.00
GHD	Map & Plan Report	2,425.00
GHD	SPDES Compliance Update	3,925.00
Global-Pak	Influent Screen Disposal Bags	5,206.31
Masterman's	Laboratory Supplies	222.02
McMaster-Carr	Maintenance Supplies	174.71
Microbiologics	Laboratory Supplies	869.61
Modern Corporation	Dumpsters	175.27
Mollenberg-Betz (Custom Sheet Metal Contracting, LLC)	Influent PS Screen Room Ventilation Project	12,551.88
Musial, Gene (Ryan's Exterminating Co)	Spray Filter Building, plus exterminating for bees	160.00
Napa Auto Parts	Battery	214.74
NYWEA (Western Chapter)	34th Annual Greater Buffalo Environmental Conference Registration for T. Blodgett, D. Flanders, R. Kwiatkowski, M. Scive, G. Voss	480.00
New York Water Environment Fed.	Membership Application fee for D. Flanders (Operator)	117.00
Niagara County Sewer District #1	Petty Cash	62.31
Praxair	Maintenance Supplies	147.39
PVS Technologies	Ferrous Chloride Solution	4,028.62
Republic Services	Recycling Service	36.98
Republic Services	Sludge Disposal	17,307.28
Rexel	Power Plug, Connector	40.52
Sampson Cleaning Services	Cleaning for January 30, February 6, 13, 20	280.00
Sears	Wet Dry Vac (2)	239.98
Service Bearing & I Transmission	Sludge Pumps	554.63
Sharp Printing	Letterhead	260.00
Simmers Crane Design & Services	Annual Inspection	1,450.00
Superior Lubricants	Ultra Turbine Oil	382.92
Town of Cambria	2015 I/I Reimbursement	20,000.00
Trumpler Clancy	Filters	359.10
Vona, P. Andrew	Monthly Retainer-January 2016	2,500.00

Water Environment Federation	Membership Application fee for Aaron Earsing (Operator)	117.00
Wendt's Propane & Oil Service	Propane	37.72
WW Grainger	Double Sided Tape, Fuse Holders, cooling fan, drive cooling fans, run capacitor for fan, run cap for fan, maintenance supplies	1,206.85
TOTAL		\$ 112,719.50

TOTAL FORWARDED	\$ 26,424.60
TOTAL APPROVED O&M	112,719.50
GRAND TOTAL APPROVED	\$ 139,144.10

This motion was carried.

Review of the January 2016 Financial Report showed an Operation and Maintenance balance of \$4,954,213.37.

Upon motion duly made by Wright H. Ellis and seconded by Mark C. Crocker, it was resolved that the Sewer District's January 2016 Financial Report be approved as presented. This motion was carried.

Communications:

There is nothing new to report this month.

Old Business:

There is nothing new to report this month.

Chief Operator's Report:

a. Townline Road Pump Station Generator Repair - Mr. Timkey reported that the Townline Road Pump Station generator requires a radiator replacement. Mr. Timkey stated that it is OEM equipment from Milton Cat. Mr. Timkey requested Board approval for the Milton Cat equipment in the amount of \$6,017.17 which includes parts and labor.

Upon motion duly made by Lee Wallace and seconded by Mark C. Crocker, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Timkey's request for the generator radiator replacement at the Townline Road Pump Station with Milton Cat OEM equipment/parts and labor in the amount of \$6,017.17. This motion was carried.

b. Final Effluent Sampler - Mr. Timkey reported that the existing final effluent sampler is obsolete. The sampler draws samples for NYSDEC compliance and is approximately 20 years old. Mr. Timkey requested Board approval for the purchase of a back-up sampler, Model AS950 and Junction Box Assembly from Hach Company in the total amount of \$4,995.00.

Upon motion duly made by Steve Broderick and seconded by Mark C. Crocker, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Timkey's request for the purchase of a back-up sampler, Model AS950 and Junction Box Assembly from Hach Company in the total amount of \$4,995.00. This motion was carried.

c. Aeration Channel Flow Meters - Mr. Timkey reported that five of the twelve flowmeter sensors and cables for the aeration tanks need to be replaced. Mr. Timkey stated that they are needed for aeration bypass setpoints and that the sensor/cable equipment is a sole source item from F.W. Webb Company. Mr. Timkey requested Board approval for the purchase of five flowmeter sensors and cables from F.W. Webb Company in the amount of \$1,246.30 each, for a total amount of \$6,231.50 plus shipping.

Upon motion duly made by Wright H. Ellis and seconded by Steve Broderick, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Timkey's request for the purchase of five flowmeter sensors and cables from sole source F.W. Webb Company in the amount of \$1,246.30 each, for a total amount of \$6,231.50 plus shipping. This motion was carried.

Administrative Directors Report:

a. Solar Development - Mr. Blodgett provided a brief update to the Board on the solar development project for the potential Sewer District site. Mr. Blodgett reported that the discussions with the County regarding how the solar credits and the PPA rate expenditures will be allocated between the Sewer District, Water District, and the County are still being determined. Mr. Vona stated that he has been in contact with Mr. Seaman, attorney for the Water District, regarding the PPA agreement and credit

allocations. Mr. Vona and Mr. Blodgett stated that they will continue to update the Board as things develop.

b. Attorney and Engineer Contract Renewal – Mr. Blodgett reported that the District received the new contract for P. Andrew Vona, Esq. which contained no cost increases from his current 2014 – 2016 contract. Mr. Blodgett requested approval for the contract for P. Andrew Vona to provide legal services to the District under said contract for the period January 1, 2016 thru the re-organizational meeting in January 2018.

Upon motion duly made by Lee Wallace and seconded by Mark C. Crocker, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves of the contract of P. Andrew Vona, Esq. to provide legal services to the District for the period January 1, 2016 thru the re-organizational meeting in January 2018. This motion was carried.

Mr. Blodgett reported that the District received the new contract for GHD Consulting Services which is for the same monthly retainer fee as the previous contract, and contained a new fee schedule from their current 2014 - 2016 contract for hourly project billings. Chairman Cliffe asked Mr. Lannon to highlight some of the major changes to the proposed hourly fee schedule. Mr. Lannon noted that in general the rates increased roughly 5 percent from the previous 2 year contract period. Mr. Blodgett requested approval for the contract for GHD Consulting Services to provide engineering services to the District under said contract for the period January 1, 2016 thru the re-organizational meeting in January 2018.

Upon motion duly made by Wright H. Ellis and seconded by Lee Wallace, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves of the contract of GHD Consulting Services to provide engineering services to the District for the period January 1, 2016 thru the re-organizational meeting in January 2018. This motion was carried.

c. Liquid Polymer Bid - Mr. Blodgett reported that the current contract with Polydyne, Inc. will expire on May 1, 2016 and requested authorization to advertise for bids for a new liquid polymer contract.

Upon motion duly made by Wright H. Ellis and seconded by Mark C. Crocker, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby authorizes the Administrative Director to advertise for bids for a new liquid polymer contract. This motion was carried.

d. Summer Employment - Mr. Blodgett reported that at this time it appears that only one of the five summer help employees will be returning this year. A total of five summer employees are needed and budgeted for in the District's annual budget. Applicants must be 18 years of age with a valid driver's license, with the pay of \$10/hour, 40 hours/week. Duties for the seasonal employees include general maintenance activities such as lawn care, painting, tank cleaning, general labor, etc. Mr. Blodgett stated that it is a seasonal summer job and if the Commissioners know anyone interested in the summer positions to contact the District for additional information and an application.

e. 2016 Rates - Mr. Blodgett reviewed his memo outlining the proposed 2016 rates the District would charge for monthly direct billed customers (showing about an increase of approximately 2% from the 2015 rates). The District uses these rates to bill significant users on a monthly, quarterly, or annual basis. Commissioner Ellis requested Mr. Blodgett review how each of the rates outlined in the memo is calculated for the benefit of the newer Commissioners. After review, Mr. Blodgett stated that the 6 town average rate for 2016 would be established at \$3.918. Mr. Blodgett requested authorization for approval of said rates.

Upon motion duly made by Wright H. Ellis and seconded by Lee Wallace it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves of the 2016 rates to bill monthly, quarterly, and annual customers at the 6 town average as outlined in Mr. Blodgett's memorandum of February 12, 2016. This motion was carried.

f. Electronics Technician Exam - Mr. Blodgett reported that the employee who is currently in this position is planning to retire in May 2016. He stated that the exam was given on February 6th and that five people took the exam. Mr. Blodgett stated that it is a centralized exam and was sent to Albany for scoring. Mr. Blodgett reported we should have a valid list after receiving the results.

g. Chief Operators Exam - Mr. Blodgett reported that the Chief Operators Exam is a centralized test and is given every two years in the fall, and is scheduled to be given in the Fall of 2016. Mr. Timkey stated that his retirement timeline is sometime between the spring of 2018 and spring of 2020. In order to take the Chief Operator's exam, a candidate would need a Grade 4 Operator's Certification and that the resulting civil service list would be valid for up to 4 years. Mr. Blodgett requested Board approval to give the NCSD #1 Chief Operator's exam both promotionally and open competitively in the Fall of 2016. This would provide the District with a valid list for the duration of the timeline provided by Mr. Timkey.

Upon motion duly made by Wright H. Ellis and seconded by Mark C. Crocker it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Blodgett's request for the NCSD #1 Chief Operator's exam to be given both promotionally and open competitively in the Fall of 2016. This motion was carried.

h. Jacobsen 5-Gang Reel Mower - Surplus - Mr. Blodgett reported that the District's Jacobsen 5-Gang Reel Mower asset is no longer used and requested the Board to declare as a surplus inventory.

Upon motion duly made by Lee Wallace and seconded by Steve Broderick it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Blodgett's request to declare the District's Jacobsen 5-Gang Reel Mower as surplus inventory as it is no longer in use. This motion was carried.

Mr. Blodgett stated that typically District policy is to open up designated surplus inventory to any of the Member Towns that may be interested. Mr. Blodgett stated that if any Member Town is interested in the Jacobsen 5-Gang Reel Mower and would like to come inspect to contact him directly at the District. Mr. Blodgett requested Board approval to set a sealed bid date for the Jacobsen 5-Gang Reel Mower at the end of business day on Friday, March 18, 2016 for Member Towns.

Upon motion duly made by Wright H. Ellis and seconded by Lee Wallace it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Blodgett's request to

set a sealed bid date for the Jacobsen 5-Gang Reel Mower at the end of business day on Friday, March 18, 2016 for Member Towns. This motion was carried.

Engineering Report:

1. General Retainer (GHD Project No. 630191)
 - Miscellaneous requests/reviews/assistance ongoing under Phase 40 and SCADA support services.
 - BOARD ACTION REQUESTED – None
2. Flow Study Implementation Project (GHD Project No. 631132)
 - Project underway. Wet weather data collected. Awaiting further wet weather field observations.
 - BOARD ACTION REQUESTED – None
3. WET WELL VENTILATION PROJECT (GHD PROJECT NO. 631139)
 - Startup complete. Need to insulate 3 feet of duct and provide O&Ms and air balance report.
 - BOARD ACTION REQUESTED – None
4. Wet Weather Operating Plan (GHD Project No. 631132)
 - Draft report in development. Submission date extended to June 1, 2016.
 - BOARD ACTION REQUESTED – None
5. CIP Phase 1 Map and Plan and Financial Analysis (GHD Project No. 11110253)
 - All requested data received from NCSD. Project underway.
 - BOARD ACTION REQUESTED – None
6. 2015 SPDES Compliance Annual Updates (GHD Project No. 11110349)
 - Project ongoing. Draft MOM Update Report submitted for review.
 - BOARD ACTION REQUESTED – None
7. 2016 O&M Projects (GHD Project No. 11119362)
 - Proposal submitted as requested
 - **BOARD ACTION REQUESTED – Consider authorization of Proposal**

Mr. Lannon presented the 2016 Operation and Maintenance Projects proposal which was requested by the Board at the January 2016 Administrative Board Meeting. Mr. Lannon reported that the

proposal entails the O&M following projects: replace clarifier skimming pumps, replace return sludge screw pumps motors, new grit collection maintenance pad, removal of exterior high mast light standards, replace Tonawanda Creek PS ferrous chloride tank and containment, plug valve replacement, clarifier drain valve and flush water and miscellaneous equipment demolition. The scope and proposed fee are based on the following tasks: design, bid, construction administration and resident inspection. Mr. Lannon requested Board approval to accept GHD's 2016 Operation and Maintenance Projects proposal as requested in the total amount of \$90,700.

Upon motion duly made by Mark C. Crocker seconded by Wright H. Ellis it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves GHD's 2016 Operation and Maintenance Projects proposal in the total amount of \$90,700. This motion was carried.

Attorney's Report:

There is nothing new to report this month.

New Business:

There is nothing new to report this month.

Adjournment:

Upon motion duly made by Wright H. Ellis and seconded by Joel M. Maerten the meeting adjourned at 4:50 p.m.